

Secondary communication concept – Schuldorf Bergstrasse

Communication options:

School ➡ Students / Students ➡ School

Microsoft Teams is used in **Y5-Y10** as the main option for communicating work tasks and the 'assignments' section within each class' subject channel is the main route for receiving work and providing feedback.

The individual '**Chat**' function within **Teams** is used for confidential exchange of information between individual teachers and students.

The group '**Chat**' function is used for clarifying general information and reminders for a whole class.

Additional Teams can be set up outside the normal subject 'Team' and specific interest groups can be formed (eg. vertical grouping for German, festival organisation groups).

Managebac is used in **Y11/Y12**.

Communication between teachers and students also happens through school email addresses in the diploma years.

The relevant sections of the **Schuldorf website** convey important information and policies on issues such as: subject choice, application procedures/entrance requirements, school policies and guidance on careers advice and application to Higher education.

All assignments should be sent via Teams or Managebac to these students. This arrangement also applies for students who are not in school due to quarantine or risk group issues. Where necessary, a teacher may offer individual audio Teams calls or phone calls to clarify tasks set.

School → Parents

Class teachers can communicate directly with the class parent representatives for messages related to a class group. The relevant member of the Secondary Leadership must be informed about significant messages concerning class routines prior to sending.

Messages related to school organisation or events and holidays will be communicated to the appropriate group of parents via email.

In some cases, urgent messages from the Leadership Team may need to be sent to the parent representatives for forwarding to parents within a year group.

End of semester newsletters and other significant messages for the whole Secondary community will be published on the Schuldorf website.

Parents → School

Phone calls or audio calls (only) via Teams can be arranged if necessary. Parents are invited into school to discuss issues if space can be arranged during a pandemic situation.

Teachers → Teachers

How do teacher meetings take place?

Teams or Zoom meetings can be arranged for curriculum/department development work.

Any meeting related to student attainment and progress (for individuals or teaching groups) must take place either in school or via Big Blue Button.

Teachers should only exchange sensitive, confidential information about students via email if it is encrypted.

Secondary Leadership Team: March 2021